

CATEGORIES OF PUBLIC RECORDS



1. Financial Records
 - Budget & Appropriation Ordinance
 - Audit
 - Invoices
 - Cancelled checks
 - Receipts for all revenue, including fines
 - Real estate tax receipts & tax objections
 - Salary schedule
 - Levy Ordinance
 - Annual Treasurer's Report
 - Donor Records

2. Administrative Records
 - Official Correspondence and electronic communications received and sent, including Memoranda
 - Bidding specifications
 - Rules and regulations
 - Annual reports
 - Personnel Handbook
 - Personnel Files
 - Insurance records, including worker's and unemployment compensation records
 - Legal notices and publications
 - Consulting & Program contracts
 - Maintenance, construction and equipment contracts, including certified payroll if applicable
 - Maps
 - Microfilm
 - Photographs
 - Pension fund records
 - Meeting reports
 - Program/Meeting Sign ups

3. Board records
 - Board agendas & minutes
 - Board resolutions & ordinances
 - Board recordings
 - Secretary's audit
 - By-laws
 - Library policy

*All documents are subject to the Freedom of Information Act, including any exemptions to documents listed above.